

**King, Valerie A.**

---

**From:** Schuster, Dave  
**Sent:** Friday, October 31, 2003 10:36 AM  
**To:** Gaworski, Charles L.; Nixon, Gerry M.; King, Valerie A.  
**Subject:** Draft Action Item Log and Guideline Document

Hi folks,

Have developed an Action Item Log with a guidelines document that I believe would serve Ken's purpose. Please review and provide your comments/recommended changes. Ken has not stated, but I assume this will be another document that will be updated at our regularly scheduled updates, along with the Issue Log and Matrix, or possibly could replace the Issue Log. I will go over this action item log with Ken at the same time I give him the updated issue log and matrix this PM, so please get me your updates by noon.

Thanks,

Dave

Dave Schuster  
Project Management Consultant (Quantum Resources)  
RD&E, Bldg A1  
274-7266

10/31/2003

PM3006719522